

CITY OF THE HIGHLANDS

Request for Inspection or Copy of Public Records

Requests for records or code books must be made via City email by the person making the request.

Name: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

I certify that I do not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records of information requested for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides in any address listed; or (B) sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides in any address listed. See K.S.A. 45-220 (c)(2).

Signature: _____

Record requested: Provide a specific description of the record(s) requested, include titles, dates, and purpose. Number of copies requested: _____

Preferred method of delivery of requested record: ____ Pick up ____ US Mail ____ E-mail

Charges: A charge for providing access to public records is authorized by state law and has been established by the Kansas Supreme Court. Charges are set to compensate for the actual costs in honoring a request.

(This section is to be completed by the Record Custodian)

Request received: _____

	Date	Time	Person receiving the request
B/W copies	\$0.50 per page	# of pages _____	Payment received: _____
Color copes	\$1.00 per page	# of pages _____	Payment received: _____
Postage	At cost: _____		Payment received: _____
Legal Review	At cost: _____		Payment received: _____
Code Book(s)	Title _____		Return date: _____

Record Custodian